Economic Development Administration
ARRA Recipient Reporting Instructions for Excel Template

In order to fulfill the obligations established in Section 1512 of the Act, recipients must provide the required information on a quarterly basis using one of the following formats: (1) online data entry in a Web browser, (2) excel spreadsheet template, or (3) custom software system extracts in XML to FederalReporting.gov.

The following document outlines the instructions for completing the excel template.

NOTE: Users should not modify any portion of the excel template. Modifications to the template other than entering the required data as specified could cause serious problems when the spreadsheet is uploaded and may result in the transmission of incomplete data.

The excel template contains four (4) tabs: Instructions, Prime Recipient, Sub Recipient, and Vendors.

Instructions:

The first tab, labeled "Instructions" provides details on who should submit the data requested on each of the three remaining tabs. The table below outlines who should enter information on the various tabs.

Recipient Report Instructions	
Instructions:	
You are submitting a report for a Grant or Loan award.	
Instruction	**Required Worksheets**
If you are a Prime Recipient who is submitting a report or reports on behalf of your Sub Recipient, you must fill out these worksheets (see the tabs at the bottom of	Prime Recipient Sub Recipients Vendors (optional)
If you are a Prime Recipient who is **not** submitting a report or reports on behalf of your Sub Recipient, you	Prime Recipient Vendors (optional)
If you are a Sub Recipient who is submitting a report, you must fill out these worksheets (see the tabs at the bottom of the screen):	Sub Recipients Vendors (optional)

Prime Recipient:

The second tab, labeled "Prime Recipient", should be completed exclusively by the primary recipient.

1. **Award Type –** Select from the type of award from the drop down box. Options include: grant, loan, or Federally Awarded Contract. Other types of Federal financial assistance not specifically identified above should be reported as a Grant.
2. **Award Number –** Enter the award number from the Awarding Agency. This number should be the Federal grant number, Federal contract number, or the Federal loan number.
3. **Final Report –** This cell is used to designate whether a project is ending. Select from the dropdown box 'Y' if you are submitting your final report and this will be the final report you submit, otherwise select 'N'.
4. **DUNS Number –** Enter your DUNS number. Do not include dashes.
5. **Recipient Account Number –** This field is optional. If desired, enter your internal account number for this project.
6. **Recipient Account Number –** This field is optional. If desired, enter your internal account number for this project.
7. **Recipient Congressional District –** Enter the two digit congressional district for your location in this field.

8. **Funding Agency Code & Awarding Agency Code –** Enter 1325 for EDA.
9. **Award Date –** Enter the date that the award was signed in the format mm/dd/yyyy.
10. **Amount of Award –** Enter the total amount of Federal dollars for this Award.
11. **CFDA Number –** Enter 11.307.
12. **Program Source (TAS) –** The TAS for EDA ARRA grants is 13-2051.
13. **Sub Account Number for Program Source (TAS) –** EDA grants do not use the Sub Account Number for Program Source (TAS). Do not enter any information in this cell.
14. **Total Number of SubAwards to Individuals –** Enter the total number of SubAwards to individuals under this Award.
15. **Total Amount of SubAwards to Individuals –** Enter the total amount of SubAwards to individuals under this Award.
16. **Total Number of Payments to Vendors less than 25K –** Enter the total number of payments to vendors under 25K in this Award.
17. **Total Amount of Payments to Vendors less than 25K –** Enter the total amount of payments to vendors under 25K in this Award.
18. **Total Number of SubAwards less than 25K –** Enter the total number of SubAwards less than 25K.
19. **Total Amount of SubAwards less than 25K –** Enter the total amount of SubAwards less than 25K.
20. **Project Description –** Enter details about what the project.
21. **Project Name or Project/Program Title –** Enter brief descriptive title of the project funded in whole or in part with Recovery Act funds.
22. **Project Status –** Select the appropriate description that represents the current status of completed work from the drop-down box.
23. **Project Status –** Select the appropriate description that represents the current status of completed work from the drop-down box.
24. **Total Federal Amount ARRA Funds Received/Invoiced –** Indicate how much of the funds for the project have been received or invoiced.
25. **Number of Jobs –** Indicate how many jobs have been created or retained using the FTE method described below.

    <u>Counting Jobs Using the FTE Method:</u> To determine the number of FTEs created on a project divide the total number of hours available.

    For example: If there is a crew of 15 construction workers who worked part-time for the first quarter on the ARRA project and 2 project managers who worked full-time during the first quarter on the ARRA project we could determine FTE as follows:

    15 x 260 = 3900 hours worked on ARRA from construction workers
    (Since there is 2080 in a standard work year, and 520 in a standard work quarter, 260 hours would represent half a quarter)
    2 x 520 = 1040 hours worked on ARRA from project managers

    So, 1040 + 3900 = 4940 total hours worked on ARRA projects

    And, to determine FTE for our scenario: 4940/520 = 9.5
    (*The second quarter the 520 would increase to 1040, then 1560, and so on)

26. **Description of Jobs Created –** Briefly describe the type of jobs created.
27. **Quarterly Activities/Project Description –** Briefly describe the purpose and expected outcomes.
28. **Activity Code (NAICS or NTEE-NPC) –** Enter the NAICS or NTEE-NPC code that describes the industry related to the ARRA project. Activity Code can be determined using the drop down box on the right of the excel document. NAICS codes can be accessed at http://www.naics.com/search.htm.

29. **Total Federal Amount of ARRA Expenditure –** Enter the cumulative total amount of Recovery Funds received that were expended to projects or activities.

    For Grants:
    The total amount of Federal dollars on the award.

    For Loans:
    The total amount of the loan obligated by the Federal Agency. This is the face value of the loan.

    For Federally Awarded Contracts:
    The total amount obligated by the Federal Agency.
30. **Total Federal ARRA Infrastructure Expenditure –** Enter the total Federal ARRA infrastructure expenditure.
31. **Infrastructure Contact Name–** Enter the name of the infrastructure contact.
32. **Infrastructure Contact Email**– Enter the email of the infrastructure contact.
33. **Infrastructure Contact Phone–** Enter the phone number of the infrastructure contact person without any formatting.
34. **Infrastructure Contact Phone Ext. –** Enter the phone number of the phone extension for the infrastructure contact person without any formatting.
35. **Infrastructure Contact Street Address 1-3 –** Enter the street address, including suite numbers if appropriate, of the infrastructure contact person.
36. **Infrastructure City –** Enter the city name of the infrastructure contact person.
37. **Infrastructure State–** Select the state from the drop down box.
38. **Infrastructure Zip + 4 –** Enter the zip code + 4 digit code for the infrastructure contact person.
39. **Infrastructure Purpose and Rationale –** Briefly describe how the proposed project meets the objectives of the ARRA legislation.
40. **Primary Place of Performance –** Provide information on the address, city, state, and zip of the location where the project is taking place.
41. **Recipient Highly Compensated Officers –** Click on the left box to access a drop down box. If the recipient company is required to report information on the highly paid officers, select 'Yes'. If the company fits the criteria specified in the pop-up box and is not required to provide this information, select 'No.' If required to report, submit information on name and annual pay of highest paid officers.

Sub Recipient:

The third tab, labeled "Sub Recipient", should be completed by the primary recipient or the delegated sub recipient.

1. **Award Type –** Select from the type of award from the drop down box. Options include: grant or loan.
2. **Award Number –** Enter the award number from the Awarding Agency. This number should be the Federal grant number, Federal contract number, or the Federal loan number for the overall award – not just for your sub-award.
3. **Recipient DUNS Number –** Enter the DUNS number of the Prime Recipient. Do not include dashes.
4. **Final Report –** This cell is used to designate whether a project is ending. Select from the dropdown box 'Y' if you are submitting your final report and this will be the final report you submit, otherwise select 'N'.
5. **DUNS Number –** Enter the DUNS number for the sub-recipient. Do not include dashes.
6. **SubAward Number –** Enter the SubAward number or other identifying number assigned by the prime recipient. Do not include dashes.
7. **Recipient Congressional District –** Enter the two digit congressional district for your location in this field.
8. **Amount of SubAward –** Enter the total amount of the SubAward.
9. **Total Amount of SubAward Funds Dispersed –** Enter the total amount of the SubAward Funds dispersed.
10. **SubAward Date –** Enter the date that the sub-award was signed in the format mm/dd/yyyy.

11. **Subrecipient Place of Performance –** (optional) Enter the street address, including suite numbers if appropriate, city, state, congressional district, and zip of location where subrecipient is performing services.
12. **SubRecipient Indication of Reporting Applicability –** Click on the box to access a drop down box. If the subrecipient company is required to report information on the highly paid officers, select 'Yes'. If the company fits the criteria specified in the pop-up box and is not required to provide this information, select 'No.'
13. **Recipient Highly Compensated Officers –** Click on the left box to access a drop down box. If the recipient company is required to report information on the highly paid officers, select 'Yes'. If the company fits the criteria specified in the pop-up box and is not required to provide this information, select 'No.' If required to report, submit information on name and annual pay of highest paid officers.

<u>Vendor:</u>

The fourth tab, labeled "Vendor", should only be completed by the primary recipient.

1. **Award Type –** Select from the type of award from the drop down box. Options include: grant or loan.
2. **Award Number –** Enter the award number from the Awarding Agency. This number should be the Federal grant number, Federal contract number, or the Federal loan number for the overall award – not just for your sub-award.
3. **Recipient DUNS Number –** Enter the DUNS number of the Prime Recipient. Do not include dashes.
4. **SubAward Number –** complete this cell if the vendor is the vendor for a subrecipient rather than the primary recipient.
5. **Vendor DUNS Number –** Enter the DUNS number of the Vendor. Do not include dashes.
6. **Vendor Name –** Enter name of the Vendor.
7. **Vendor HQ Zip+4 –** Enter the zip code +4 digit code where the HQ of the vendor is located.
8. **Product and Service Description –** Enter a brief description of what products or services the vendor provides.
9. **Payment Amount –** Enter the aggregate amount invoiced to date from the vendor that will be paid with ARRA funds.